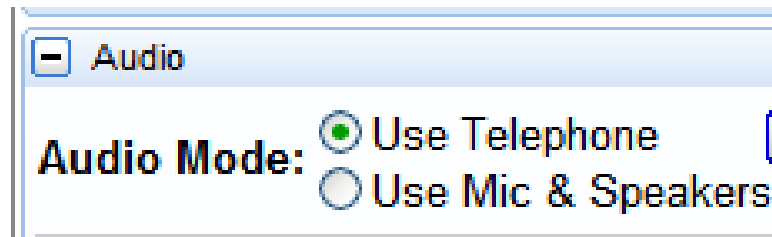# Monthly Training Coordinator Support Call

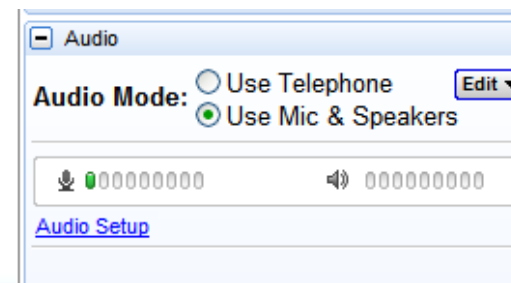## Department of State Civil Service

TWD Division

Housekeeping

All lines are muted at this time.

– Using telephone? Enable telephone and enter your access code and pin when requested.

– Using mic and speakers? Check your audio levels on screen.

CPTP

User Call Tips

- Those of you using the telephone option for audio, make sure your audio pin is entered.

- Set your Audio Options to Telephone.

  – Open the Audio section to change

CPTP

User Call Tips

- Those of you using the microphone and speakers option for audio, check the audio levels to ensure you can be heard.

- Click Audio Setup to make changes.
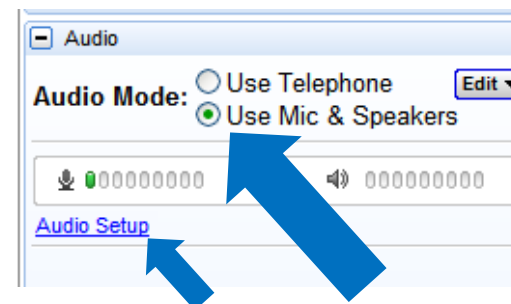
User Call Tips

- Raise your hand using the hand icon when you would like to speak.

- We will un-mute your line.

CPTP

Questions

REMINDER:

You must have a microphone attached to your computer to use the speakers/mic option.

If you cannot use an audio option, type your questions into the Question box. **DO NOT RAISE YOUR HAND WHEN USING THIS OPTION.**
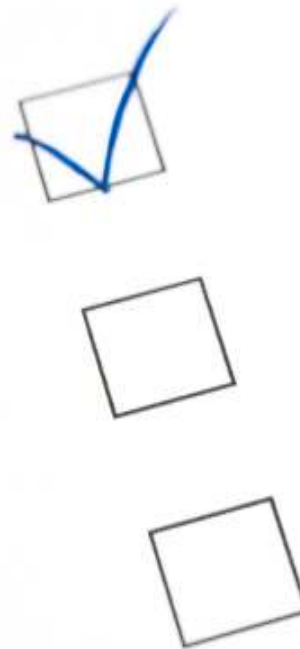
CPTP

Overview

- Updates

- Course Offerings Updates

- Questions

Updates

- OIS Help Tutorials
- LSO Training Coordinator Class – 4/7
- LSO Portal Reporting Class – 5/8
- PES Updates – new form, classes updated
- ILT schedule up through June
  - Conducting Productive Performance Reviews
  - Writing Performance Expectations
  - Clarifying Performance Expectations

Updates

- ***New Minimum Training Requirements!***

  - Presentation of new requirements on 4/23/2014 from 1:30 to 3:30, Thomas Jefferson Room (136A-C) in Claiborne
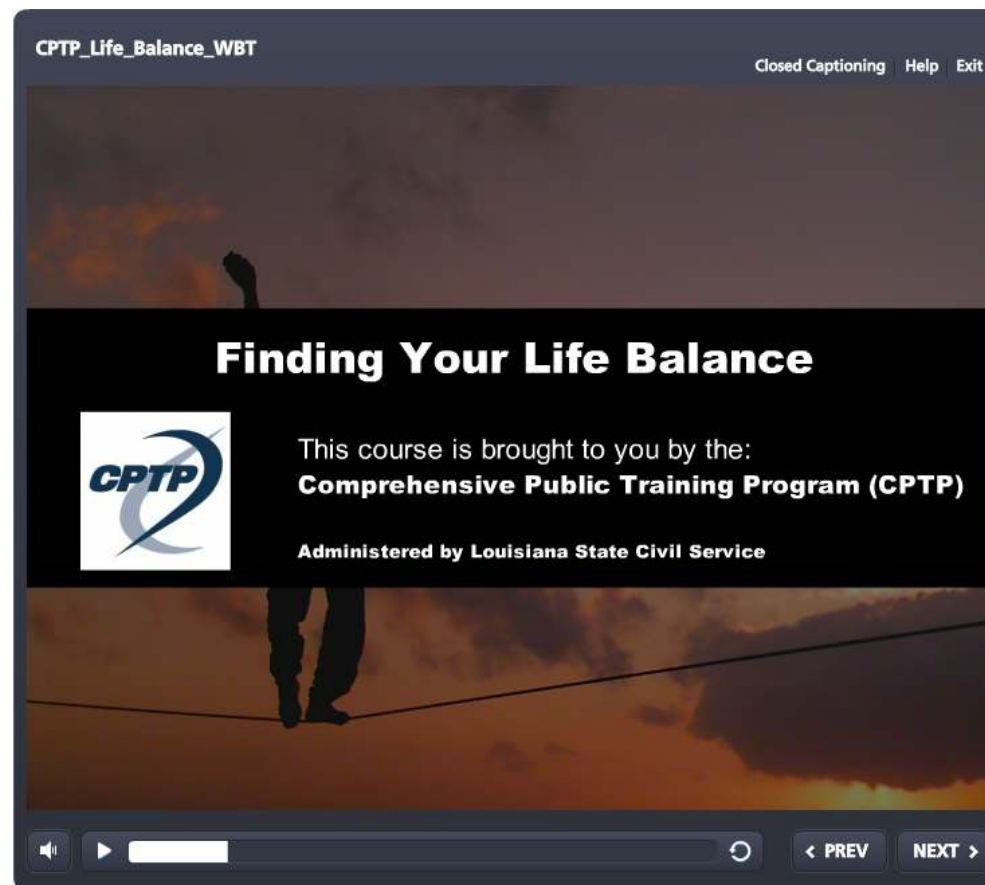
CPTP

Featured Course

- Life Balance WBT

- # Stress Management WBT

Questions

Contact CPTP if you have any questions:

CPTPLSO.Coordinator@la.gov
225-342-8539

Check out the LSO project site for FAQ and copies of this presentation:

http://www.civilservice.louisiana.gov/Divisions/Training/CurrentProjects/LSO_Forum.aspx

Conclusion

Thank you!

Contact CPTP if you have any questions:

CPTPLSO.Coordinator@la.gov
Dana.LeBherz@la.gov
Rosanna.Marino@la.gov
225-342-8539

CPTP

http://www.civilservice.louisiana.gov/Divisions/Training/CurrentProjects/LSO_Forum.aspx

Questions

Questions

☒ Show Answered Questions

X	Question
🗑	ARe you planning on having any Sup
🗑	Group 1 Capstone Workshops in New Orleans?
🗑	We've had a lot of employees have concerns with the annual required training with the 12/31/9999 end date, to them that means their score doesn't expire.
🗑	Rosanna, let them know we need to have more classes if anyone is interested to let me know.
🗑	thanks!
🗑	Are we doing anything for these people who did not do their 2013 Ethics?
🗑	How soon could we expect to see Supervisory Group 2 and 3 courses to be converted to web-based?
🗑	How close are we in getting a course...Violence in the Workplace?

CPTP

Answers

- The 12/31/9999 date refers to a qualification which does not expire. But, notice that the quals for courses such as Ethics or Preventing Sexual Harassment are limited by year, ie PSH 2013. This means that the user must take the course associated with each year.

- CPTP unfortunately cannot help people who did not complete their Ethics Training requirements. We recommend contacting the Ethics Board directly.

- While we do not plan on entirely replacing Group 2 and Group 3 courses with web-based training, we are working on updated requirements that take advantage of both web-based and live-instruction formats. These new courses/requirements are under development, and will be announced at the appropriate time.

CPTP